

United States Department of Agriculture  
Grain Inspection, Packers and Stockyards Administration  
Federal Grain Inspection Service

# Directive

2450.1

5-17-02

---

## APPLICATION FOR AND MONITORING OF GIPSA RESEARCH GRANTS

### 1. **PURPOSE**

This directive establishes the procedures to be used by persons or groups outside of the Grain Inspection, Packers and Stockyards Administration (GIPSA) when requesting research funds from GIPSA. It also includes the procedures to be used by GIPSA personnel in evaluating these proposals and monitoring the activity of those that are funded.

### 2. **REPLACEMENT HIGHLIGHTS**

This directive supersedes FGIS Directive 2450.1, dated 11-5-92.

### 3. **DEFINITION**

For this directive, **scientific research** is defined as any project which investigates the technologies, procedures, methods, instrumentation, etc., currently in use or of potential use in the Official Inspection System in all aspects of the grading or evaluation of all grains, graded commodities, or processed products under the jurisdiction of GIPSA.

### 4. **WHO MAY APPLY**

Scientists and engineers employed by land grant colleges and universities or other Federal agencies usually initiate research proposals that are submitted by their employing organizations. GIPSA strongly encourages women, minorities, and disabled individuals to compete in this program.

5. **WHERE TO OBTAIN GRANT APPLICATION GUIDELINES AND INFORMATION**

Copies of grant proposal guidelines and information may be obtained from:

Technical Services Division  
USDA, GIPSA Technical Center  
10383 North Ambassador Drive  
Kansas City, Missouri 64153-1394  
Telephone: 816-891-0401

Before formal submission, grant proposals and topics may be discussed with GIPSA staff.

6. **WHEN TO APPLY**

Applicants may submit proposals anytime during the year, and proposals will be reviewed at the next regularly scheduled meeting of the GIPSA Research Coordination Team. Applicants will be notified of the status of their proposals within one month of being reviewed by the GIPSA Research Coordination Team. The Chair, Research Coordination Team, will schedule additional review sessions as needed.

7. **WHERE TO APPLY**

The original and eight copies of each proposal should be submitted to:

Chair, Research Coordination Team  
Technical Services Division  
USDA, GIPSA Technical Center  
10383 North Ambassador Drive  
Kansas City, Missouri 64153-1394

Proposals must be sent prepaid, not collect. The acknowledgment of receipt of the proposal will be made within two weeks after the proposal has been received.

8. **RESPONSIBILITIES**

a. The Chair, Research Coordination Team will:

- (1) Provide copies of the grant proposal guidelines upon request.
- (2) Collect all proposals submitted for possible funding.

- (3) Notify all persons submitting proposals of the receipt and the status of their proposals.
  - (4) Create a file for each funded contract that will contain:
    - (a) A copy of the original proposal.
    - (b) A copy of the final proposal.
    - (c) A telephone log.
    - (d) Trip reports to the contract site or visits by the contractor.
    - (e) Payment records.
    - (f) Quarterly and final reports.
    - (g) An evaluation of project results and recommendation for future action.
    - (h) A log of all actions directly involved with the contract or agreement.
  - (5) Serve as the contract monitor or contracting officer's representative.
  - (6) Contact project directors on a regular basis and provide GIPSA management with project updates on a quarterly basis.
  - (7) Prepare a final report on each completed project with a recommendation(s) and rationale for future GIPSA actions. This statement of recommendation(s) should be a summary of the GIPSA Technical Center's evaluation and assessment of the project. If this report recommends that the Agency act on the project results, a suggested procedure for such action will be included with this report.
  - (8) Serve as GIPSA's contact with the Agricultural Research Service (ARS) and provide directions for ARS research projects that are related to the needs of the Official Inspection System.
- b. The GIPSA Research Coordination Team will:

- (1) Review all grant requests for the funding of scientific research received by GIPSA.
  - (2) Recommend to the Director of the Technical Services Division which proposed scientific research project(s) should be funded.
- c. The Director of the Technical Services Division will determine which projects will be funded by GIPSA and will notify the appropriate GIPSA official to administer the funding of the project.

A handwritten signature in black ink, appearing to read "Steven N. Tanner". The signature is fluid and cursive, with the first name "Steven" and last name "Tanner" clearly distinguishable.

Steven N. Tanner, Director  
Technical Services Division